



3773 N Kaspar Dr.
Flagstaff, AZ 86004
928-266-1293
www.metroplanflg.org

MINUTES

Executive Board Meeting

1:00 PM

June 1, 2023

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 230 321 621 20

Passcode: pJ7f4u

In-Person Option available:

Mountain Line

3773 N. Kaspar Dr

VERA room

Flagstaff, AZ 86004

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at mandia.gonzales@metroplanflg.org or by phone at 928-266-1293. The MetroPlan complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of MetroPlan's Technical Advisory Committee present; however, no formal discussion/action will be taken by members in their role as MetroPlan Technical Advisory Committee.

Public Questions and Comments must be emailed to mandia.gonzales@metroplanflg.org prior to the meeting or presented during the public call for comment.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

EXECUTIVE BOARD MEMBERS

- Jim McCarthy, Flagstaff City Council, Chair
- Jeronimo Vasquez, Coconino County Board of Supervisors, Vice-Chair
- Patrice Horstman, Coconino County Board of Supervisors
- Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors
- Miranda Sweet, Flagstaff City Council
- Vacant*, Arizona State Transportation Board Member
- Judy Begay, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)



METROPLAN STAFF

- Kate Morley, Interim Executive Director
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner
- Karen Moeller, Administrative Assistant/Clerk of the Board

OTHERS IN ATTENDANCE: Ed Stillings (Federal Highway Administration), Jeff Dollins (Attorney) entered at 1:10 pm

A. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair Jim McCarthy called the meeting to order at 1:03 pm

B. ROLL CALL – see above

C. PUBLIC COMMENT

(At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)

None

D. APPROVAL OF MINUTES

Meeting Minutes of April 6, 2023

Comment: Agenda Item Strive Forward was tabled and moved to a future meeting.

Motion: Chair Jim McCarthy made a motion to adopt the April 6, 2023, meeting minutes. Board member Miranda Sweet seconded the motion. Unanimous vote 5-0 to approve.

Executive Session Minutes of April 6, 2023 *(Pending)*

Executive Session Minutes of April 21, 2023

Motion: Chair Jim McCarthy made a motion to adopt the April 21, 2023 Executive Session meeting minutes. Board member Miranda Sweet seconded the motion. Unanimous vote 5-0 to approve.

Strategic Advance Minutes of May 24, 2023



Motion: Chair Jim McCarthy made a motion to adopt the May 24, 2023 Strategic Advance meeting minutes. Board member Miranda Sweet seconded the motion. Unanimous vote 5-0 to approve.

B. CONSENT AGENDA

(Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.)

None.

C. GENERAL BUSINESS

A. ADOT Long Range Transportation Plan (LRTP) and Milton/180 Corridor Master Plans

ADOT Staff: Jason James

Recommendation: None. This item is for discussion only.

Jason James had a conflict, and the presentation has been canceled to be moved to a future meeting.

B. Stride Forward | Regional Transportation Plan

MetroPlan Staff: David Wessel

Recommendation: Staff recommends that MetroPlan adopt the *Stride Forward: Regional Transportation Plan*.

Comment: TAC asked for this presentation to be moved to this meeting. The move was necessitated to allow for understanding and follow-up.

Question: Chair Jim McCarthy stated the last draft stated Jeff Meilbeck was Executive Director. Recommend changing to Kate Morley as Interim Executive Director.

Motion: Board member Miranda Sweet made a motion to adopt the Stride Forward Regional Transportation Plan (RTP). Vice Chair Jeronimo Vasquez seconded the motion. Unanimous vote 5-0 to approve.

C. Transportation Improvement Program (TIP) Amendment

MetroPlan Staff: David Wessel/Kate Morley



Recommendation: Staff recommends amending the TIP to confirm recent Mountain Line grant awards totaling \$8,708,210 for replacement buses, vehicles, and facility design and to add prospective grants for the City of \$15,000,000 for (City Safe Streets and Roads for All (SS4A)) Butler Protected Bike Lanes and the County (County Protect) for flood control of US 89 for \$20,000,000.

Motion: Chair Jim McCarthy made a motion to adopt the Transportation Improvement Program (TIP) amendments for Mountain Line, City of Flagstaff, and Coconino County projects as stated in the packet. Board member Tony Williams seconded the motion. Unanimous vote 5-0 to approve.

D. **MetroPlan Strategic Workplan**

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board adopt the 1-3 Year Strategic Workplan

Correction recommended: Correction Sandra Tavel-reactive to proactive on presentation statement.

Changes in Goals: Engagement beyond the planning process. New objective related to data: Goal 2 Objective 2.3

Motion: Chair Jim McCarthy made a motion to adopt the MetroPlan 1-3 Year Strategic Workplan. Board member Miranda Sweet seconded the motion. Unanimous vote 5-0 to approve.

E. **MetroPlan Unified Planning Work Program (UPWP)**

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends that the Board adopt the Unified Planning Work Program (UPWP) for Fiscal Years 2024 and 2025

Question: Chair Jim McCarthy asked if ADOT owns certain roads and the reason for our studies on ADOT owned roads such as Milton Road and a good portion of Hwy. 180. The study under MetroPlan led projects will look at all ADOT owned highways and tradeoffs. The study came out of the Milton Road/180 plan.

Motion: Chair Jim McCarthy made a motion to adopt the fiscal year 2024-2025 MetroPlan Unified Planning Work Program. Board member Miranda Sweet seconded the motion. Unanimous vote 5-0 to approve.



F. MetroPlan Annual Budget

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board adopt the FY2024 budget totaling \$2,828,186.

Motion: Board Member Tony Williams made a motion to adopt the fiscal year 2024 MetroPlan Annual Budget. Board member Miranda Sweet seconded the motion. Unanimous vote 5-0 to approve.

G. Delegate Authority to execute grant agreements | Safe Streets and Roads for All (SS4A)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board authorizes the Executive Director to execute the Safe Streets and Roads for All grant agreement with the United States Department of Transportation.

Motion: Chair Jim McCarthy made a motion to authorize the MetroPlan Executive Director to execute the grant agreement authority for the Safe Streets and Roads for All (SS4A) program. Board member Miranda Sweet seconded the motion. Unanimous vote 5-0 to approve.

H. Creative Local Match Program Update

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for discussion only.

Sandra Tavel provided a PowerPoint presentation on the Creative Local Match Program.

Chair Jim McCarthy mentioned that Sandra Tavel is working closely with the City of Flagstaff on developer impact fees.

I. Items from MetroPlan Staff

MetroPlan Staff: Kate Morley

- Conflict of Interest Statements
- Legislative Update

Recommendation: None. This item is for information only.



Kate Morley provided a verbal update on the annual Conflict of Interest Statements and an Arizona Legislative Update.

J. Happening at MetroPlan

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for discussion only.

Kate Morley provided a verbal update on the happenings at MetroPlan.

K. Future Agenda Items

MetroPlan Staff: Kate Morley

Recommendation: Discuss items for future MetroPlan agendas.

No future agenda item requests at this time.

L. Negotiate Executive Director Contract

Councilmember Jim McCarthy

Recommendation: Approve Executive Director's contract

The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(1) for MetroPlan appointment review, or ARS §38-431.03(A)(3) for legal advice.

Motion: Chair Jim McCarthy made a motion to go into executive session at 2:16 PM. Board member Miranda Sweet seconded the motion. Unanimous 5-0 to approve.

Executive session concluded at 2:22 PM

Motion: Chair Jim McCarthy moved that the draft contract between MetroPlan and Kate Morley be approved. Board member Miranda Sweet seconded. Unanimous vote 5-0 to approve. The contract was signed and will be forwarded to Human Resources.

V: CLOSING BUSINESS

A. ITEMS FROM THE BOARD

Chair Jim McCarthy said he is excited for Kate to be on the team. Chair McCarthy also stated he enjoyed attending the DCC Groundbreaking on 5/31/22.



Board Member Tony Williams congratulated Kate and thanked all MetroPlan members for their attendance at the DCC Groundbreaking.

Board Member Miranda Sweet welcomed Kate and stated the DCC Groundbreaking was a wonderful event.

Board Member Jeronimo Vasquez congratulated Kate on her appointment.

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. September 7, 2023

C. ADJOURN

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.

Chair McCarthy adjourned the meeting at 2:28 pm